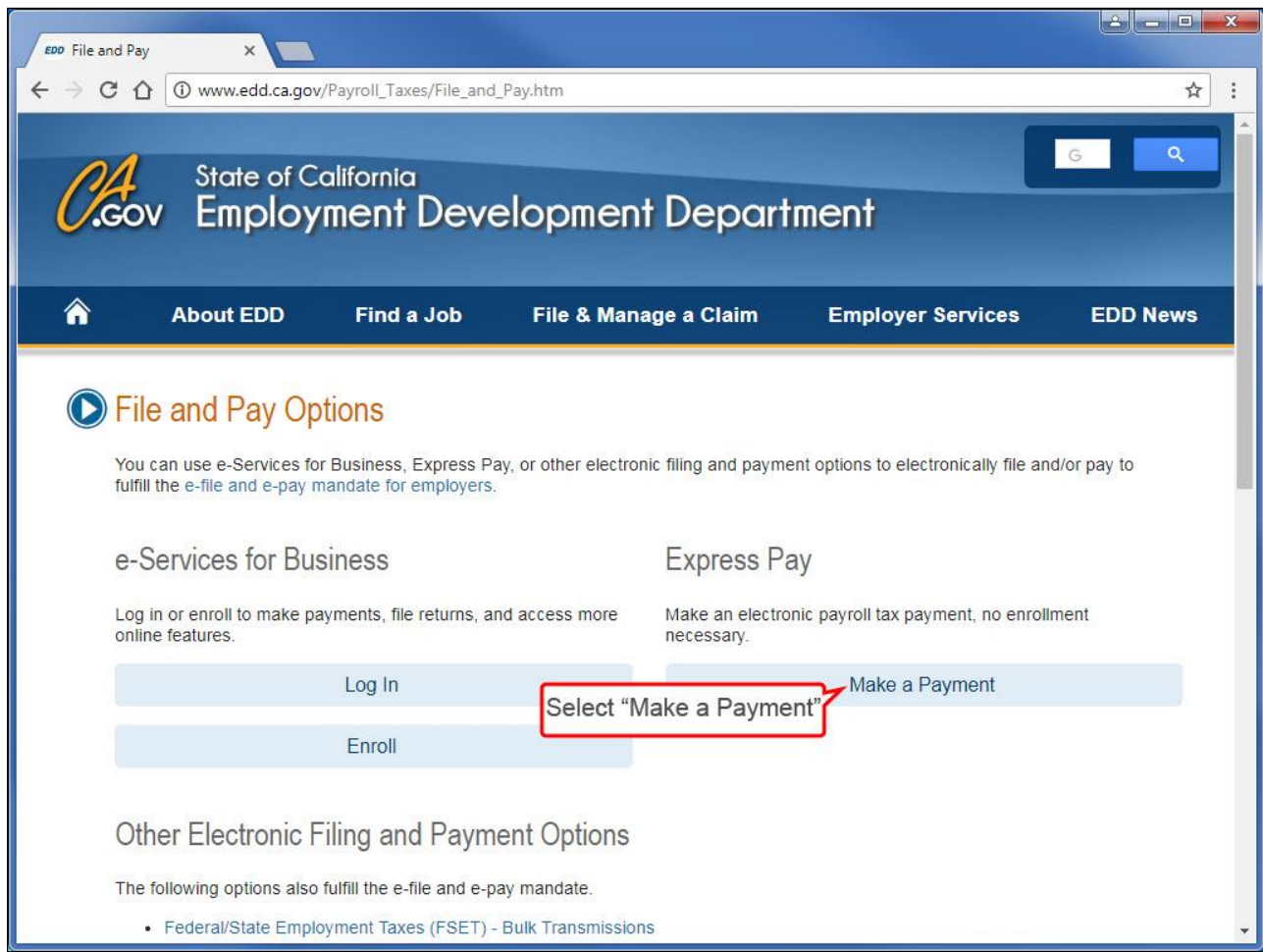


# I Want to Make a Payment Using Express Pay

## **Slide notes**

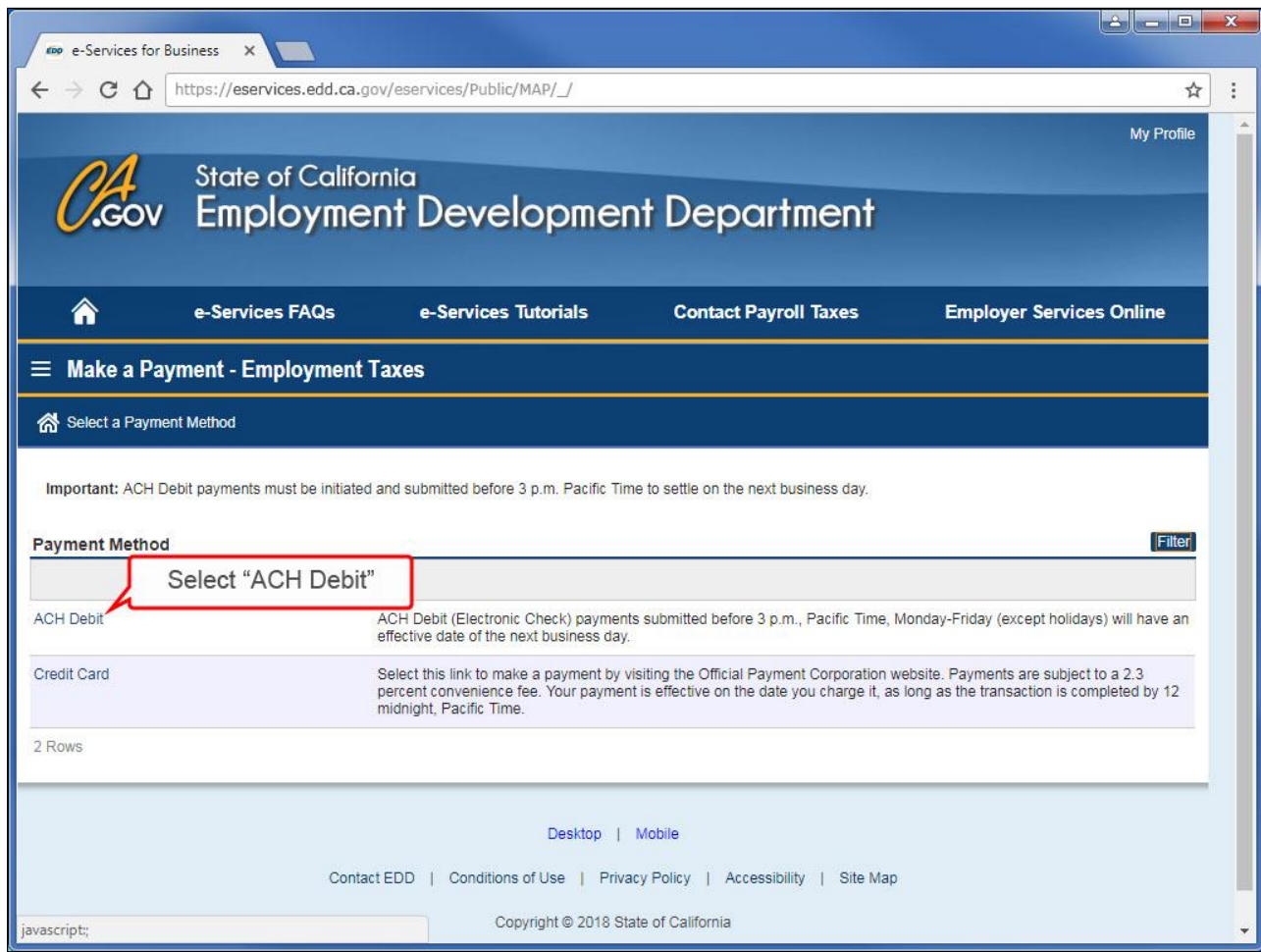
The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business.

This tutorial will show you how to make a payment using Express Pay. We will begin at the File and Pay Options page.



## Slide notes

Select the "Make a Payment" link under Express Pay to begin your payment request.



## Slide notes

Select a payment method. The choices are "ACH Debit" or "Credit Card." For this example, we select "ACH Debit."

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≡ Make a Payment - Employment Taxes

Select a Payment Method > Payment - Employment Taxes

1. Validate Your Identity

**Validate Your Identity**

☒ **Validation Information**

Select an ID Type *Required*

- Required*
- Account ID*
- Letter ID*

Cancel Previous Next

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## Slide notes

This tutorial will show you how to submit both "Account ID" and "Letter ID" types. First, we select "Account ID."

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≡ **Make a Payment - Employment Taxes**

Home Select a Payment Method > Payment - Employment Taxes

1. Validate Your Identity

**Validate Your Identity**

☒ **Validation Information**

Select an ID Type Account ID

Select Account Type Required

- Required
- DIEC (DI Elective Coverage)
- Employment Tax**
- School Employees Fund

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## Slide notes

Select the "Account Type" from the drop down menu. For this example, we select "Employment Tax."

The screenshot shows a web browser window with the URL [https://eservices.edd.ca.gov/eservices/Public/MAP/\\_/](https://eservices.edd.ca.gov/eservices/Public/MAP/_/). The page header includes the "CA.GOV" logo and "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main heading is "Make a Payment - Employment Taxes". Below this, a breadcrumb trail shows "Select a Payment Method" > "Payment - Employment Taxes". The first step in the process is "1. Validate Your Identity". Under the heading "Validate Your Identity", there is a "Validation Information" section with a checked checkbox. It contains three input fields: "Select an ID Type" (dropdown menu with "Account ID" selected), "Select Account Type" (dropdown menu with "Employment Tax" selected), and "Enter an ID" (text input field with "xxx-xxxx-x" entered). At the bottom of the form, there is a "Cancel" button on the left and a "Next >" button on the right. A red rectangular box is drawn around the "Next >" button, and a red arrow points from the text "Select 'Next'" to the button. Below the "Next >" button, there is a "Previous" link. At the very bottom of the page, there are links for "Desktop" and "Mobile".

## Slide notes

Enter the "Account ID" of where you want to make the payment. Select "Next" to validate the information you have entered.

e-Services for Business X

https://eservices.edd.ca.gov/eservices/Public/MAP/\_/

## Make a Payment - Employment Taxes

Select a Payment Method > Payment - Employment Taxes

1. Validate Your Identity 2. Payment Type Information

### Payment Type Information

**Payment Type Information**

Payment Type ☐ Account Payment ☒ DE88 Payment

### Payment Type Description

Filter

Account Payment	Used to pay an outstanding account liability for one or more periods.
DE88 Payment	Used to report and pay current Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI), and Personal Income Tax (PIT) to the EDD.

2 Rows

Cancel < Previous Next >

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### Slide notes

Select a payment type. The choices are "Account Payment" or "DE 88 Payment". For this example, we select "DE 88 Payment."

e-Services for Business X

https://eservices.edd.ca.gov/eservices/Public/MAP/\_/

## Make a Payment - Employment Taxes

Select a Payment Method > Payment - Employment Taxes

1. Validate Your Identity 2. Payment Type Information

### Payment Type Information

Payment Type Information

Payment Type: Account Payment **DE88 Payment**

Payment Type Description

Filter

Account Payment	Used to pay an outstanding account liability for one or more periods.
DE88 Payment	Used to report and pay current Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI), and Personal Income Tax (PIT) to the EDD.

2 Rows

Select "Next"

Cancel < Previous **Next >**

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### Slide notes

Select "Next" to continue.



The screenshot shows a web browser window with the URL [https://eservices.edd.ca.gov/eservices/Public/MAP/\\_/](https://eservices.edd.ca.gov/eservices/Public/MAP/_/). The page header includes the "CA.Gov" logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main heading is "Make a Payment - Employment Taxes". Below this, a breadcrumb trail shows "Select a Payment Method" > "Payment - Employment Taxes". A progress bar indicates three steps: "1. Validate Your Identity", "2. Payment Type Information", and "3. DE 88 Validation". The "DE 88 Validation" section contains a "DE 88 Validation Information" form with a "Filing Period" field set to "31-Mar-2018". A red box highlights the "Next" button with the text "Select 'Next'". The footer includes links for "Desktop" and "Mobile", and a copyright notice for 2018.

### Slide notes

Enter the "Filing Period" for which you want to make a DE 88 payment. Select "Next" to continue.

e-Services for Business X

https://eservices.edd.ca.gov/eservices/Public/MAP/\_/

1. Validate Your Identity 2. Payment Type Information 3. DE 88 Validation 4. Payment Information

### Payment Information

#### Make a Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

**Important:** ACH Debit electronically debits your bank account. Payments submitted before 3 p.m., Pacific Time, Monday-Friday (except holidays) will have an effective date of the next business day.

#### Payment Source

Bank Account Type  
Checking

Routing Number  
123456789

Bank Name  
CREDIT UNION

Account Number  
12345

Confirm Account Number  
12345

#### Payment

Bank Debit Date  
23-Mar-2018

Amount  
Required

Confirm Amount  
Required

### Slide notes

Enter your banking information. Remember to inform your bank if you have an ACH debit block on your bank account.

e-Services for Business X

https://eservices.edd.ca.gov/eservices/Public/MAP/\_/

1. Validate Your Identity 2. Payment Type Information 3. DE 88 Validation 4. Payment Information

### Payment Information

#### Make a Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

**Important:** ACH Debit electronically debits your bank account. Payments submitted before 3 p.m., Pacific Time, Monday-Friday (except holidays) will have an effective date of the next business day.

#### Payment Source

Bank Account Type  
Checking

Routing Number  
123456789

Bank Name  
CREDIT UNION

Account Number  
12345

Confirm Account Number  
12345

#### Payment

Bank Debit Date  
23-Mar-2018

Amount  
100.00

Confirm Amount  
100.00

### Slide notes

Enter the payment amount, then confirm the amount.

e-Services for Business X

https://eservices.edd.ca.gov/eservices/Public/MAP/\_/

Account Number  
12345

Confirm Account Number  
12345

**Schedule and Pay Date**

Deposit Schedule  
Required  
Monthly  
Next-Day  
Quarterly  
Semiweekly

**Payment Amounts**

Unemployment Insurance  
0.00

Employment Training Tax  
0.00

State Disability Insurance  
0.00


Personal Income Tax  
0.00

**Penalty and Interest**

Penalty  
0.00

Interest  
0.00

**Payment Total**  
0.00

 The "Payment Total" does not match the confirmed amount in the payment panel above.

Cancel Previous Next

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## Slide notes

Select the "Deposit Schedule" from the drop down menu. For this example, we select "Quarterly."


e-Services for Business

https://eservices.edd.ca.gov/eservices/Public/MAP/\_/

Account Number  
12345

Confirm Account Number  
12345

Schedule and Pay Date	Payment Amounts	Penalty and Interest
Deposit Schedule Quarterly	Unemployment Insurance 0.00	Penalty 0.00
Pay Date 31-Mar-2018	Employment Training Tax 0.00	Interest 0.00
	State Disability Insurance 0.00	
	Personal Income Tax 0.00	
		Payment Total 0.00

 The "Payment Total" does not match the confirmed amount in the payment panel above.

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## Slide notes

Select the correct "Pay Date."

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Account Number  
12345

Confirm Account Number  
12345

**Schedule and Pay Date**

Deposit Schedule  
Quarterly

Pay Date  
31-Mar-2018

**Payment Amounts**

Unemployment Insurance	50.00
Employment Training Tax	1.00
State Disability Insurance	39.00
Personal Income Tax	10.00

**Penalty and Interest**

Penalty	0.00
Interest	0.00

**Payment Total**  
100.00

Warning! PIT is typically greater than the SDI amount. If your amounts are correct, please proceed.

Select "Next"

Cancel Previous Next

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## Slide notes

Enter the amounts. Verify the "Payment Amounts" total matches the "Payment Total." Select "Next" to continue.

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## Make a Payment - Employment Taxes

Select a Payment Method > Payment - Employment Taxes

1. Validate Your Identity
2. Payment Type Information
3. DE 88 Validation
4. Payment Information
5. Declaration Information

### Declaration Information

**i Declaration Information**

I declare that the information herein is true and correct to the best of my knowledge.

First Name

Last Name

Phone

Email

Cancel < Previous Submit

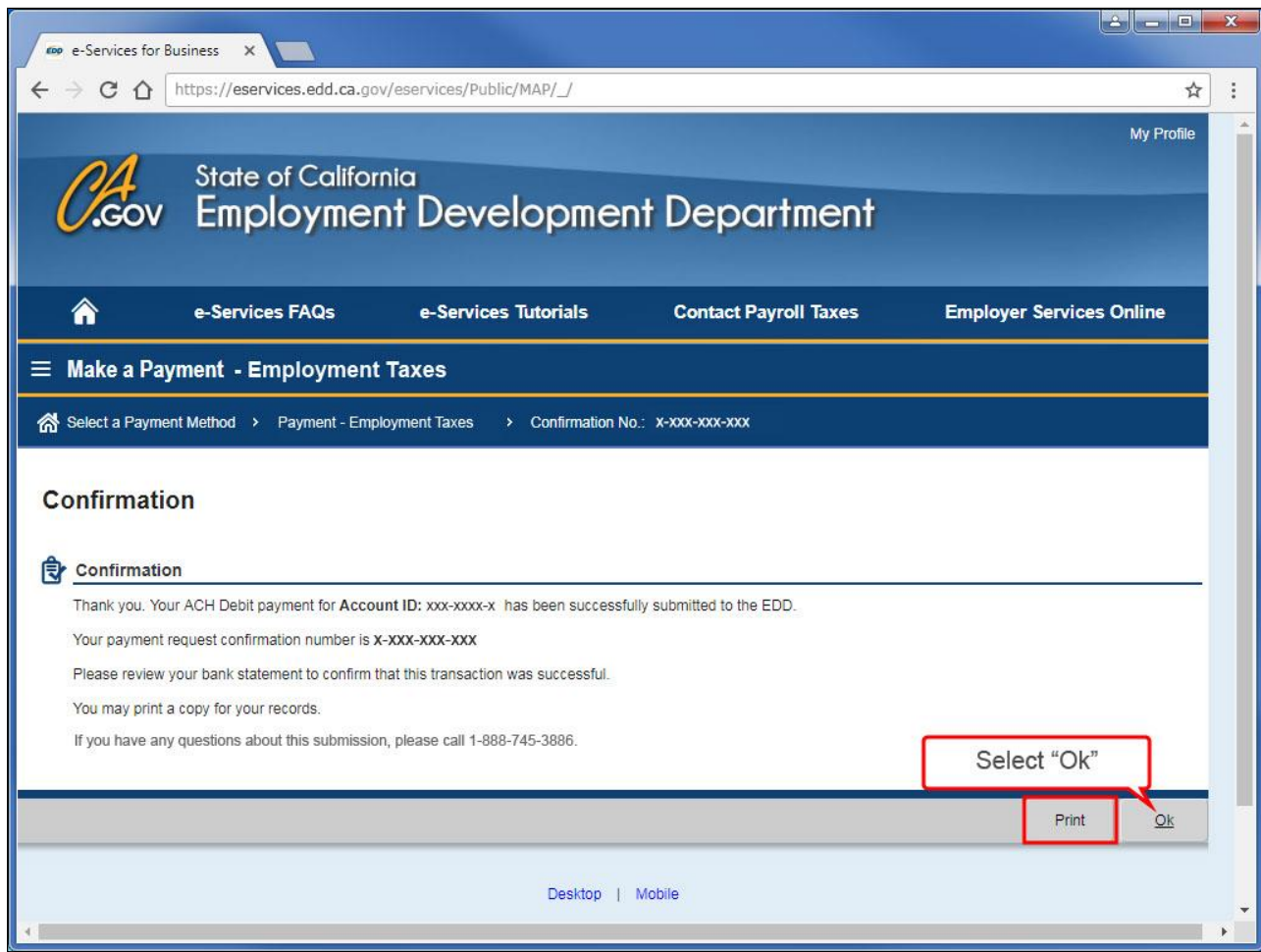
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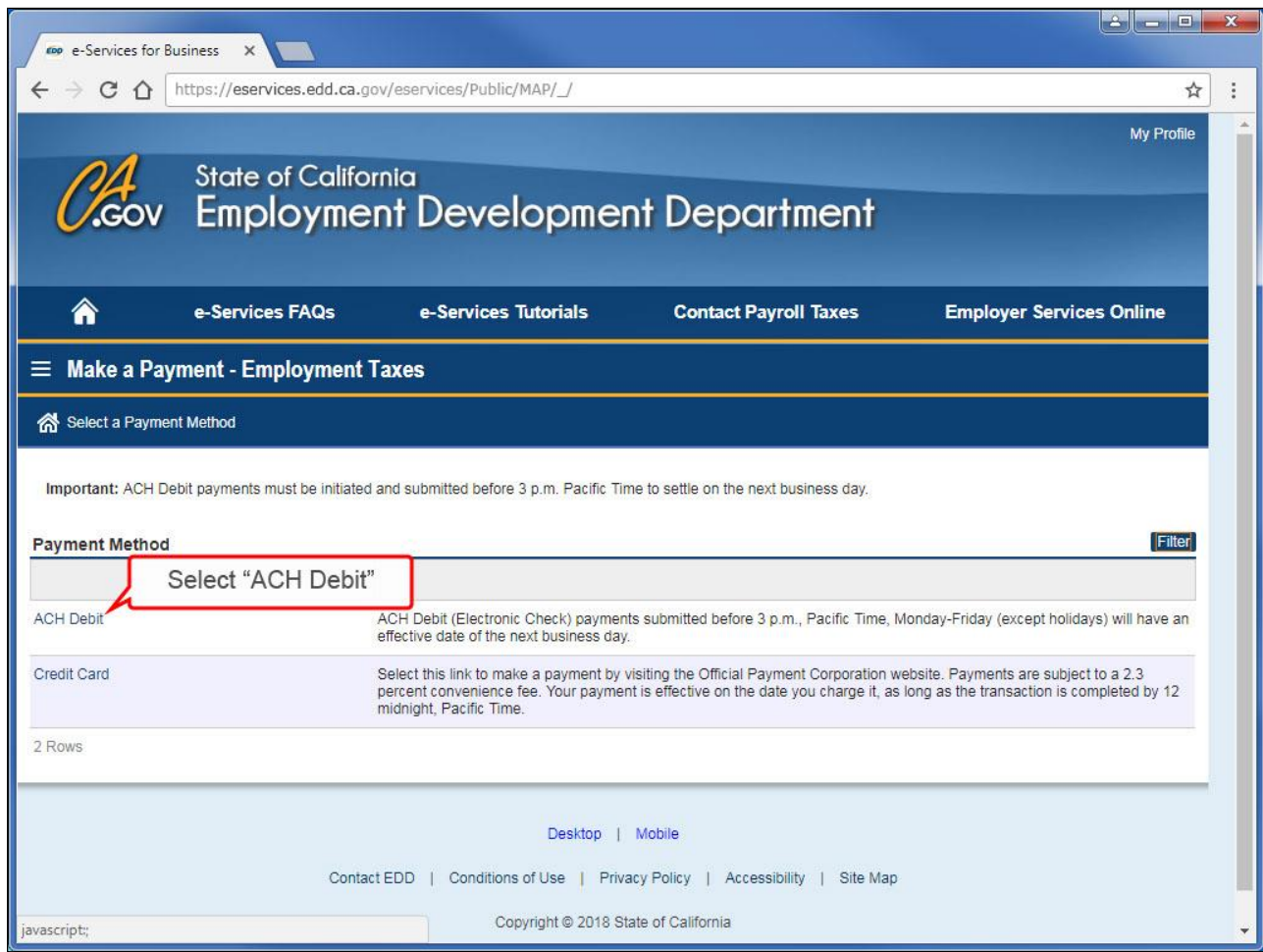
You must complete the declaration page. On this page, you declare that the information herein is true and correct. When the information is completed, select "Submit."



## Slide notes

This is the confirmation page telling you that your payment has been submitted. You may print a copy for your records. Select "Ok" to continue.





## Slide notes

You are back at the Make a Payment Express Pay home page. Now, we will go over how to submit a "Letter ID" type. Select the "ACH Debit" payment method.

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≡ **Make a Payment - Employment Taxes**

Home Select a Payment Method > Payment - Employment Taxes

1. Validate Your Identity

**Validate Your Identity**

☒ **Validation Information**

Select an ID Type Required

- Required
- Account ID
- Letter ID**

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## Slide notes

Select "Letter ID."

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≡ Make a Payment - Employment Taxes

Select a Payment Method > Payment - Employment Taxes

1. Validate Your Identity

**Validate Your Identity**

☒ **Validation Information**

Select an ID Type Letter ID ▼

[Where can I find this information?](#)

Enter Letter ID Required

Additional ID Type Required ▼

ID Number Required

Cancel < Previous Next >

### Slide notes

Enter the required information. Select the "Where can I find this information?" link, if needed.

The screenshot shows a web browser window with the URL [https://eservices.edd.ca.gov/eservices/Public/MAP/\\_/](https://eservices.edd.ca.gov/eservices/Public/MAP/_/). The page header includes the CA.gov logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area is titled "Make a Payment - Employment Taxes" and includes a sub-header "Select a Payment Method > Payment - Employment Taxes". The first step is "1. Validate Your Identity". Under the heading "Validate Your Identity", there is a section "Validation Information" with a checkbox. Below this, there are four input fields: "Select an ID Type" (dropdown menu with "Letter ID" selected), "Enter Letter ID" (text box with "L0123456789"), "Additional ID Type" (dropdown menu with "Media Number" selected), and "ID Number" (text box with "xxxxxxxxxx"). A red box highlights the "Next" button with the text "Select 'Next'". The "Previous" button is disabled and labeled "< Previous". The "Cancel" button is also visible.

## Slide notes

Select "Next" to continue.

e-Services for Business X

← → ↻ 🏠 [https://eservices.edd.ca.gov/eservices/Public/MAP/\\_/](https://eservices.edd.ca.gov/eservices/Public/MAP/_/) ☆ ⋮



1. Validate Your Identity 2. Payment Information

### Payment Information

#### Make a Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

**Important:** ACH Debit electronically debits your bank account. Payments submitted before 3 p.m., Pacific Time, Monday-Friday (except holidays) will have an effective date of the next business day.

 Payment Source	 Payment
Bank Account Type <input type="text" value="Checking"/>	Bank Debit Date <input type="text" value="23-Mar-2018"/>
Routing Number <input type="text" value="123456789"/>	Amount <input type="text" value="Required"/>
Bank Name <input type="text" value="CREDIT UNION"/>	Confirm Amount <input type="text" value="Required"/>
Account Number <input type="text" value="12345"/>	
Confirm Account Number <input type="text" value="12345"/>	

### Slide notes

Enter your banking information.

e-Services for Business X

https://eservices.edd.ca.gov/eservices/Public/MAP/\_/

1. Validate Your Identity 2. Payment Information

### Payment Information

#### Make a Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

**Important:** ACH Debit electronically debits your bank account. Payments submitted before 3 p.m., Pacific Time, Monday-Friday (except holidays) will have an effective date of the next business day.

Payment Source	Payment
Bank Account Type Checking	Bank Debit Date 23-Mar-2018
Routing Number 123456789	Amount 100.00
Bank Name CREDIT UNION	Confirm Amount 100.00
Account Number 12345	
Confirm Account Number 12345	

### Slide notes

Enter the payment amount, then confirm the amount.

e-Services for Business

https://eservices.edd.ca.gov/eservices/Public/MAP/\_/

Bank Name  
THE GOLDEN 1 CREDIT UNION

Confirm Amount  
100.00

Account Number  
12345

Confirm Account Number  
12345

**Voucher Information**

Where can I find this information?

Letter ID  
L0123456789

ID Type  
Media Number

ID Number  
xxxxxxxxxxxx

Cancel

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## Slide notes

Verify the information you have entered is correct. Select "Next" to continue.

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Make a Payment - Employment Taxes

Select a Payment Method > Payment - Employment Taxes

1. Validate Your Identity 2. Payment Information 3. Declaration Information

**Declaration Information**

**i Declaration Information**

I declare that the information herein is true and correct to the best of my knowledge.

First Name

Last Name

Phone

Email

Cancel Previous Submit

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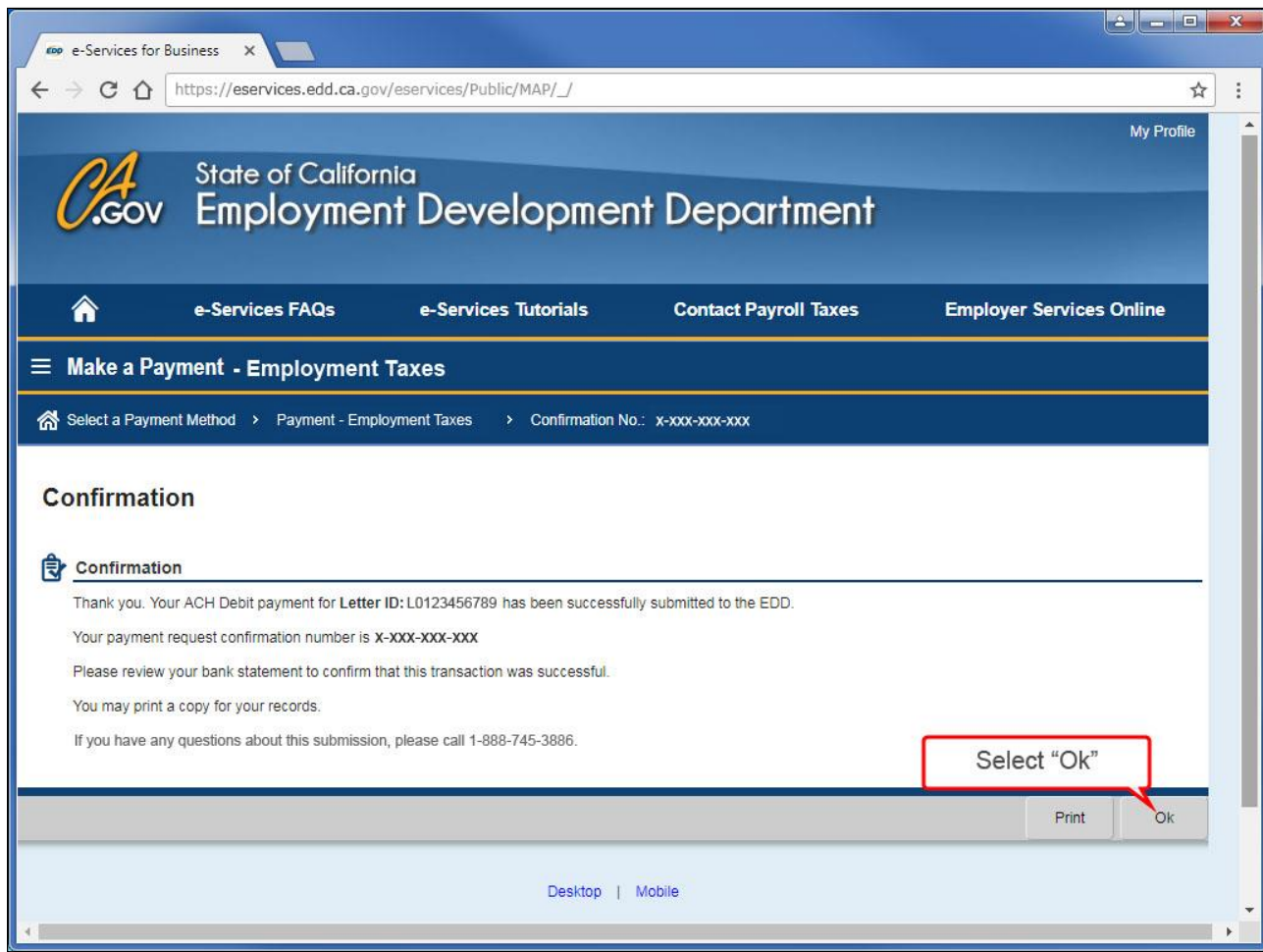
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## Slide notes

You must complete the declaration page. On this page, you declare that the information herein is true and correct. When the information is completed, select "Submit."





## Slide notes

This is the confirmation page telling you that your payment has been submitted. You may print a copy for your records. Select "Ok" to continue.

Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

**Slide notes**

Thank you for taking the time to watch this tutorial on how to make a payment using Express Pay.

Be sure to view our other tutorials demonstrating how to file a tax return and wage report, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at [www.edd.ca.gov](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.